



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

May 10, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ORDINANCE TO UPDATE TITLE 3, CHAPTER 3.58 OF COUNTY CODE
TO ADD THE POSITION OF VICE-CHAIR TO THE REAL ESTATE MANAGEMENT
COMMISSION AND TO SUBSTITUTE THE CHIEF ADMINISTRATIVE OFFICER FOR
THE DIRECTOR OF INTERNAL SERVICES DEPARTMENT
(ALL DISTRICTS) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Adopt the ordinance amending Sections 3.58.010, 3.58.025, and 3.58.050 of Title 3 - Commissions and Committees of the Los Angeles County Code substituting the Chief Administrative Officer (CAO) for the Director of Internal Services Department (ISD), and adding the position of Vice-Chair to the Real Estate Management Commission (REMC).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The proposed recommendation to appoint a Vice-Chair for the REMC would facilitate the operation of the Commission in the event that the Chair is absent for any reason. The substitution of the Chief Administrative Officer for the Director of Internal Services Department reflects the fact that most of the County real estate services are handled by the CAO/Real Estate Division.

The recent passing of the REMC Chairman left a void in the Commission operation as the Code did not provide for a Vice-Chair to carry on the business of the Commission in such an event. The Commission acted to fill the Chair vacancy and requested the appointment of a Vice-Chair.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

At the request of the REMC, County Counsel has drafted the attached ordinance to appoint a Vice-Chair for the Commission. The appointment of a Vice-Chair will facilitate the operation of the Commission in the event that the Chair is absent. The substitution of the Chief Administrative Officer for the Director of Internal Services Department will accurately update the code.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs that we strive for service excellence and organizational effectiveness (Goals 1 and 3). The recommendation proposed herein supports this strategy by enabling REMC to continue to function effectively in the absence of the Chair.

FISCAL IMPACT/FINANCING

None.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1997, pursuant to a re-organization plan approved by the Board, the real estate function previously vested in ISD was moved to the CAO. Title 3, Chapter 3.58 creating the Real Estate Management Commission gave the Director of ISD certain responsibilities and authorities to cooperate and provide REMC with clerical assistance, supplies and facilities for the conduct of its business. Although the CAO has continued to provide all necessary assistance to REMC, the Chapter was not modified to indicate that these responsibilities and authorities are now vested in the CAO.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

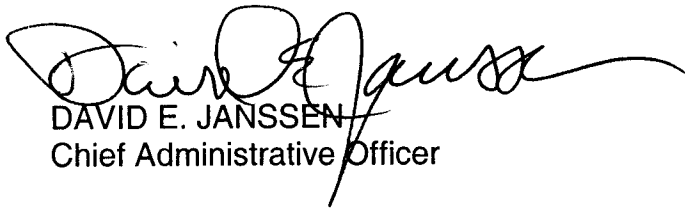
The CAO believes that the proposed ordinance is in the best interest of the County and provides a codified mechanism to continue the operation of REMC unhindered by any unforeseen absence of the Chair, and vests the necessary authority and responsibility to assist the Commission in carrying out its duties.

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CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed ordinance and the adopted, stamped Board letter, to County Counsel at 648 Kenneth Hahn Hall of Administration. Additionally, two copies of the adopted, stamped board letter along with a copy of the executed ordinance and a certified copy of the Minute Order should be returned to the Chief Administrative Office, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:CWW
CEM:MS:hd

c: County Counsel
Internal Services Department